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Board of Supervisors of Elections
Montgomery County, Maryland



Located at: 751 Twinbrook Parkway • Rockville, Maryland 20851-1428
301/217-6450 • MD Relay 1-800-735-2258 • FAX 301/217-6498
Web Site: <http://www.co.mo.md.us/services/elections>
Mailing Address: P.O. Box 4333 • Rockville, Maryland 20849-4333

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INFORMATION SUBJECT TO CHANGE WITHOUT NOTICE

PART I - PRODUCTS

The Board of Supervisors of Elections for Montgomery County, Maryland provides a variety of products for public information. The products are available at the Supervisors of Elections, 751 Twinbrook Parkway, Rockville, MD 20851. *Voter registration lists and tapes provided by the Supervisors of Elections may not be used for purposes of commercial solicitations or any other business purpose.* Many items are free of charge and are readily available; others must be ordered in advance and prepaid. There is a \$25 charge for returned checks.

VOTER REGISTRATION LISTS - PRINTED

All data is reported as of the first of the month. Applications for printed listings must be filed at least 30 days prior to an election. A completed application and a \$10 deposit is required for each order. The applicant must be a registered voter of Maryland.

Content: Voter name, address, election district and precinct, party affiliation, age, sex, place of birth, date of registration, and voting history.

Options: Select order in which voter records appear:

- Alphabetical by precinct within district
- Alphabetical by street name within precinct and district

Select group of voters needed:

- All voters
- Democrats only
- Republicans only
- Any newly recognized party in the state of Maryland
- All others only

Select county-wide or district needed:

- County-wide
- Congressional
- Legislative
- Council
- Board of Education
- Precinct or groups of precincts

Cost: 55¢ per 1000 names; minimum charge - \$10

Payment: Minimum deposit with order - \$10 payable by cash or check; balance due at time of delivery payable by cash or check.

Delivery: Lists must be picked up from the Supervisors of Elections. No mail deliveries. Lists are usually available within 2-3 working days.

VOTER REGISTRATION LISTS - MAGNETIC TAPES

All data is reported as of the first of the month. Applications for magnetic tapes must be filed at least 30 days prior to an election. A completed application and a \$40 deposit is required for each request. The applicant must be a registered voter of Maryland.

Format: 237 characters - voter name in random sequence

Tape Density Available: 1600 BPI or 6250 BPI
(1600 BPI requires more than 1 tape)

Content: Voter name, address, election district and precinct, party affiliation, age, sex, place of birth, date of registration, and voting history.

Options: Select group of voters needed:

- All voters
- Democrats only
- Republicans only
- Any newly recognized party in the state of Maryland
- All others only

Select county-wide or district needed:

- County-wide
- Congressional
- Legislative
- Council
- Board of Education
- Precinct or group of precincts

Cost: \$40 processing charge plus \$25 per tape.

Payment: Minimum deposit with order - \$40 payable by cash or check; balance due at time of delivery payable by cash or check.

Delivery: Tapes must be picked up from the Supervisors of Elections. No mail deliveries. Tapes are usually available for pick-up within 2-3 working days.

SUPPLEMENTAL VOTER LISTS - PRINTED

Generally a Transaction History Report is produced weekly; production is more frequent prior to the close of registration before an election. Requests should be filed at least 30 days prior to an election.

Content: Voter name, address, election district and precinct, party affiliation, age, date of birth, sex, place of birth, and date of registration.

Options: Select order in which voter transactions appear:

- Alphabetical by name
- Alphabetical by district-precinct

Select group of voters needed:

- Additions to the registry - new voters
- Changes to the record - name, address, party affiliation
- Deletions from the registry - removed voters

Cost: 15¢ per page; 25¢ per page if copied by SOE staff.

Payment: Cash or check upon delivery.

Delivery: Reports must be picked up from the Supervisors of Elections. Reports will be available within 10 days of ordering.

STATISTICAL REPORTS - PRINTED

All data is reported as of the first of the month and is printed on a monthly basis. The reports provide statistical information on party affiliation in various sequences.

Options: Sequence in which voter affiliation statistics can appear:

- District/Precinct
- Congressional District
- Legislative District
- Council District
- Board of Education District
- Municipality and Ward

Delivery: Lists may be picked up from the Supervisors of Elections or mailed upon request.

Cost: 15¢ per page; 25¢ per page if copied by SOE staff.

Payment by cash or check upon delivery.

ABSENTEE VOTER LABELS

Mailing labels for absentee voters are available on a daily basis once the absentee ballots have arrived at the Board of Supervisors of Elections. An application must be completed and labels must be ordered in advance. An order for Absentee Voter Labels continues for an entire election cycle and may **not** be cancelled. Please call the Supervisors of Elections for information concerning the arrival date of the Absentee Ballots.

Options: Labels may be selected by the following:

- County-wide
- Congressional District
- Legislative District
- Council District
- Board of Education District
- Party affiliation - Primary Election only

Cost: 3¢ per label

Payment: Label fees are billed after the election; payment is due upon receipt of bill; cash or check.

Delivery: Labels should be picked up at the Supervisors of Elections on a **daily** basis. No mail deliveries.

STREET DIRECTORY - PRINTED

The Street Directory is an alphabetical listing of all current streets in Montgomery County.

Content: Street name, street address number range, zip code, District-Precinct, Legislative District, Congressional District, Council District, Board of Education District, municipality and ward if applicable.

Options: None

Cost: \$12 per directory. Postage: Book rate = \$2.75; first class = \$5.

Payment: If mailed, pre-payment is necessary by cash or check.

Delivery: Mailed or available at the Supervisors of Elections office.

CERTIFICATION OF VOTER REGISTRATION

Certification of Registration is official verification of voter registration in Montgomery County embossed with the Montgomery County Seal. Registered voters may obtain the certification by mail or in person; persons appearing at the Supervisors of Elections office to register to vote and obtain a certification at the same time must provide 2 proofs of residency.

Cost: \$2

Payment by cash or check; pre-payment is necessary if mailed.

DUPLICATE VOTER NOTIFICATION CARD

The Voter Notification Card is a confirmation of a voter's information (name, address, party affiliation, district or precinct boundary, polling place, and accessibility) at the time of registration and of registered voters information anytime a significant change is made to the record.

Cost: \$1 per duplicate voter notification card when requested by voter.

Payment by cash or check; pre-payment is necessary if mailed.

ELECTION MAPS

Street maps of various district boundaries are available. In addition to streets and district boundaries, the maps show roads, hydrology and other visible entities. Payment is made by cash or check. Pre-payment is necessary if mailed maps are requested. Small maps may be faxed.

Map sizes: Small, medium, large, and extra large.

Small is 8 1/2" x 11", medium is 11" x 17", large is 32" x 42", and extra large is 4 sections, each 32" x 42".

Map prices: Except for free, small, county-wide maps, prices range from \$.25 to \$80. Mailing costs depend on volume, but generally are \$4 per mailing tube and \$1.25 per District set.

Single small Precinct Map = \$.25

All precinct maps in binder = \$30 Postage = \$5.45

Medium District Maps = \$.50

Large County or District Maps = \$20

Free: Small county-wide maps

Map configurations showing district and/or precinct boundary for the following:

- Congressional
- Legislative
- Councilmanic
- Board of Education
- Election
- Precinct

ELECTION RETURNS BOOKS

Individual Election Returns Books from the 1976 Primary through the most recent election are available upon request and may be picked-up at the election office or mailed.

Cost: \$4 to \$38

Postage: Book rate \$2.75; first class \$5.

FAIR ELECTION PRACTICES BOOKLET AND SUMMARY GUIDE TO FAIR ELECTION PRACTICES

The Fair Election Practices booklet is a copy of the portion of the *Fair Election Practices Act*, Article 33, Section 26 of the *Annotated Code of Maryland* about the requirements for candidates and campaigns. The Summary Guide is a comprehensive guide to help candidates and campaign officers conduct and fund a campaign with respect to the requirements of the *Fair Election Practices Act*. The Summary Guide contains examples of required filing and campaign fund reporting forms, information on how to complete the forms, reporting and funding requirements, deadlines, etc.

Cost: \$1.50 per booklet plus postage if applicable

GENERAL FEE SCHEDULE FOR THE SUPERVISORS OF ELECTIONS

The general fee schedule is based on Title 14.02.07, Public Information Requests, of the *Code of Maryland Regulations* effective December 4, 1995.

- **Copies.** The cost per copy is 15 cents per page when reproduction can be made by the applicant on a photocopying machine within the office. When copies are made for an applicant by the office staff of SABEL or a local board, the cost per copy is 25¢ per page plus \$8 per hour for any copying that requires more than 10 minutes of the employee's time. However, when records are not susceptible to photocopying (for example, punch cards, magnetic tapes, blueprints, and microfilm), the charge for reproducing the record will be based on available services and actual cost.
- **Certification of Copies.** When a person requests that a copy of a record be certified, an additional cost of \$1 per page for agency certification of a record as being a true copy of the original shall be charged.

If the fees for copies, printouts, photographs, or certified copies of any record are specifically prescribed by a law other than the Act, the specific fee contained in that law shall determine the amount charged for that record.

If the office staff is unable to copy a record within the office, he/she shall make arrangements for the prompt reproduction of the record at public or private facilities outside the office. The office staff shall collect from the applicant a fee based on actual cost.

PART II - SERVICES

The Supervisors of Elections provides a variety of services to aid citizens in exercising their right to vote and keeping registration records up-to-date; to provide information to candidates and potential candidates for public office about filing for office and campaign funding; to furnish information to the general public about candidates, elections, and accessibility to polling places; and to provide training classes for registrars.

VOTER REGISTRATION

The Supervisors of Elections registers only residents of Montgomery County. If a person is a resident of a county other than Montgomery, this office mails the registration form to the appropriate county election office.

Requirements for Registration in Montgomery County:

- Resident of Montgomery County
- Citizen of the United States
- 18 years old on or before the next General Election
- Not convicted more than once of a disqualifying crime
- Not currently under sentence imposed pursuant to a conviction of an infamous crime
- Not under guardianship for mental disability

Registration is permanent unless information, such as name, address, legal status is not kept current.

How to Obtain Voter Registration Applications (VRAs):

- By calling (301) 217-VOTE, 24 hour tape line; registration form(s) can be mailed directly to the name, address requested on the tape; complete the form(s) and mail to the Supervisors of Elections
- Voter Registration Applications (VRAs) may be obtained at public libraries, public schools, social services agencies, health department centers, County government centers, Motor Vehicle Administration offices in Gaithersburg, Glenmont, and Walnut Hill and post offices; complete the form and mail to the Supervisors of Elections
- At the Board of Supervisors of Elections office
- From a Voter Registration Volunteer (VRV)
- Field registration sites four to six weeks prior to an election
- Annual High School Registration at Montgomery County High Schools

LARGE-TYPE APPLICATIONS ARE AVAILABLE UPON REQUEST.

Information Necessary to Register:

- Name, address, county, sex, date of birth, place of birth, citizenship status, party affiliation choice, name and address on last registration (if applicable), phone number.

When to Register:

- Immediately upon establishing Montgomery County residency; no time limit required
- Anytime except:
 - 29 days before and 10 days after a Primary Election
 - 29 days before and 15 days after a General Election

CHANGES TO THE VOTER REGISTRATION RECORD

The Annotated Code of Maryland currently mandates that the Supervisors of Elections be notified of name and/or address changes within 30 days of such change. **All changes must be in writing** using a Change Request Form (obtained at the Supervisors of Elections office), a Voter Notification Card, or a written request.

- **Name Change** - include previous name, current name, address, date-of-birth and signature. Name changes may be made anytime registration is open.
- **Address Change** - include name, previous address, current address, date-of-birth, and signature. Changes may be made anytime registration is open. **Voters who fail to keep addresses current are in danger of being removed from the active voter registry.**
- **Party Affiliation Change** - include name, address, previous party affiliation, current party affiliation, date-of-birth, and signature. Party affiliation may be changed anytime registration is open **EXCEPT 12 weeks before a Primary Election. In a Primary Election the *Annotated Code of Maryland* mandates that a voter must vote the ballot of the party of record.**

NOTE: If registration or change has been made through a volunteer registrar or at a registration site and a reasonable time has elapsed without receiving notification of registration or change, please confirm status with the Supervisors of Elections at (301) 217-6450.

VOTER NOTIFICATION CARD

The Supervisors of Elections sends a Voter Notification Card to all new registrants, voters who have requested changes to the record, and to voters affected by changes (precinct, district, polling place) made by the Supervisors of Elections. The Voter Notification Card is not an official document, is not to be used for identification, is not required to be shown at the polling place to vote, but is useful to keep for information concerning polling place location, accessibility, precinct number, and assigned districts (Congressional, Legislative, Council, and Board of Education). Space is provided on the back of the card for the voter to make changes to the record by entering the desired information and mailing the card to the Supervisors of Elections.

SAMPLE BALLOT

A Sample Ballot is mailed to all registered voters in Montgomery County approximately 10 days before each Primary and General Election. The sample ballot is the ballot style the voter is required to vote for the election. The ballot style is based on the voter's residence address of record for both Primary and General Elections and in addition, for Primary Election Elections only, the party affiliation of record. **LARGE-TYPE SAMPLE BALLOTS ARE AVAILABLE UPON REQUEST.**

POLLING PLACE

The Board of Supervisors of Elections designates a polling place for every precinct. Where possible, the polling place is in the precinct and accessible. A registered voter is assigned a polling place based on residence information provided by the voter.

- **Accessibility for Registered Voters with Disabilities** - If you are a voter with a disability whose assigned polling place is inaccessible, you may request reassignment to an accessible polling place. The request must be in writing and made no later than the close of registration (fifth Monday before an election). The reassigned polling place has the same ballot style as that of the initially assigned polling place.
- **Polling Place Lists** - Two lists, polling place names in alphabetical sequence and polling place names in numerical sequence by precinct, are available free of charge.

ABSENTEE VOTING

The Supervisors of Elections provides Absentee Voting to all eligible voters. It is advisable to apply 4-6 weeks prior to an election. All voters desiring to vote by absentee ballot must complete an Absentee Ballot Application Form. Application Forms may be obtained by calling the absentee voting request tape (301) 217-6480, by writing to the office at P.O. Box 4333, Rockville, MD 20849-4333, or by picking-up an application at the office, 751 Twinbrook Parkway, Rockville, MD 20851. **LARGE-TYPE APPLICATIONS ARE AVAILABLE UPON REQUEST. Please be aware of deadlines for submitting application forms and returning absentee ballots to the Supervisors of Elections office.** Emergency provisions are made for those voters who qualify after the deadline.

To Be Eligible to Vote by Absentee Ballot:

- Be a registered voter in Montgomery County; and
- Be absent from Montgomery County on election day; or
- Be a full-time college or university student whose academic requirements preclude voting in person on election day; or
- The voter or a member of the voter's immediate family becomes ill or disabled, or there is a death in the immediate family; or
- Be confined or restricted to an institution; or
- Be at least 65 years of age or have a disability and the designated polling place is rated non-accessible.

All voters who request an Absentee Ballot must vote the ballot regardless of a change of plans or situation; the voter may not vote at his/her polling place or turn-in the Absentee Ballot at the polling place.

CANDIDATE INFORMATION

The Supervisors of Elections provides candidate services and information including qualifications for office, candidacy filing requirements, deadlines, forms, and campaign finance regulations and reports.

"Requirements for Filing as a Candidate of a Recognized Political Party":

A complimentary booklet containing:

- A listing of all elected offices for Montgomery County and the state of Maryland; qualifications for the offices and filing fees
- Filing requirements for all offices; a list of required documents and where to obtain them; how, when, and where to file
- Fund-raising account options; types of accounts; when fund-raising may begin; necessary forms; qualifications, duties and responsibilities for Campaign Chairmen and Campaign Treasurers
- A summary of requirements regarding campaign activity

"Informational Guide for Nominating Petitions": A complimentary guide for petition candidates

Candidate List:

The Supervisors of Elections maintains a current list of all candidates who have filed in Montgomery County for the next election; the list may also include candidates filed with the State Administrative Board of Election Laws in Annapolis.

Copies of Campaign Fund Reports for Montgomery County Candidates:

Copies of Campaign Fund Reports for Montgomery County candidates are available for inspection by the public. Photocopies cost 15¢ per page; 25¢ per page if copied by SOE staff. Payment: Cash or check

Elected Officials List:

A list of elected officials and their addresses, telephone numbers, FAX numbers, and E-Mail addresses is available free of charge at the Supervisors of Elections.

Election Calendar:

Election calendars from the State Administrative Board of Election Laws are available free of charge at the Supervisors of Elections.

Financial Disclosure Information:

Financial Disclosure information and appropriate forms are available at the Supervisors of Elections.

Political Signs:

The Supervisors of Elections provides brochures from the Montgomery County Department of Permitting Services and the State Highway Administration which explain the requirements of the Montgomery County zoning ordinances regulating the size, placement, and removal of political campaign signs as well as regulations on posting signs adjacent to State highways.

Political Tax Information:

The Supervisors of Elections provides information regarding taxable political funds and IRS filing requirements.

VOLUNTEER REGISTRAR TRAINING CLASS

Registered voters may participate in voter registration activities by becoming Voter Registration Volunteers (VRV). VRVs may encourage people to register to vote, distribute Voter Registration Applications (VRAs), assist people in completing VRAs, and bring completed VRAs to the Board of Supervisors of Elections office for processing. Please check with the Board of Supervisors of Elections office for the current schedule of classes.

Qualifications to Become a Voter Registration Volunteer (VRV):

- Must be of voting age
- Attend a Voter Registration Training Class
- Sign an affidavit agreeing to abide by instructions received at the Training Class

Each trained volunteer receives a booklet which includes a VRV Identification Certificate and a supply of voter registration materials.

VOTING BOOTH AND BALLOT PUNCH CHECKOUT

Voting booths and ballot punches are available free of charge on loan to the public for the purpose of voter education. Persons wishing to borrow voting booths or ballot punches must reserve them in advance by contacting the Supervisors of Elections. Blackout dates may apply prior to an election.

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NOTES:

